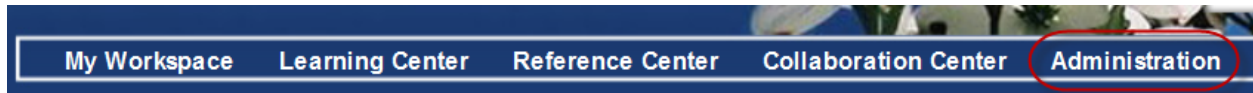


The Knowledge Center



Illustration of how to: How to run a Training Progress by Content Report

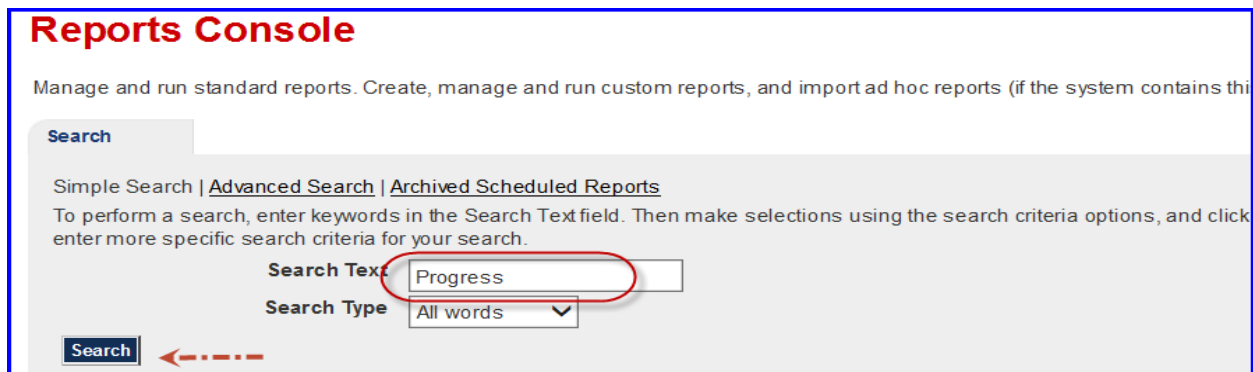
Step 1: Click on Administration



Step 2: Click on Reports Console



Step 3: Type progress in the search text and then click Search



Step 4: Click on the Training Progress By Content report



The Knowledge Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to: How to run a Training Progress by Content Report

Step 5: Click Select

Training Progress by Content

Locale : English (United States)

This report enables Administrators and Organization Managers to search for an online course, classroom selected content item.

Select

Step 6: Type in the appropriate course number, put a check in the box beside the appropriate training type, then click search

Training Progress by Content

Search

Search for content that has training progress associated with it in order

Search Text ISRM1010

Search Type Any words

Training Type

- ☐ Certification
- ☐ Classroom
- ☐ Curriculum s
- ☒ Online
- ☐ Test

Search

Step 7: Click on the radio button that corresponds with the course you desire and then click select

		Title	Type
<input type="radio"/>		VDSS - ISRM1010: 2014 VDSS Information Security Awareness Training VDSS ISRM1010: 2014 VDSS Information Security Awareness Training	Online
<input checked="" type="radio"/>		VDSS - ISRM1010: 2016 Information Security and Privacy Awareness VDSS - ISRM1010: 2016 Information Security and Privacy Awareness	Online
<input type="radio"/>		VDSS - ISRM1010: VDSS 2015 Information Security Awareness Training One course with 9 parts: Training Overview, Communicating with the ISRM Office, Account Management,...	Online
<input type="radio"/>		VDSS - ISRM1010-2013: Information Security Awareness Training VDSS ISRM1010-2013 Information Security Awareness Training 11/6/13	Online
Select			

The Knowledge Center



Illustration of how to: How to run a Training Progress by Content Report

Step 8: Put a check in the box beside the organization you desire (be advised you can expand the State and Local Agency organizations to get specific agencies or divisions)

<input type="checkbox"/>	Dept of Social Services - External Entities
<input type="checkbox"/>	Dept of Social Services - Office of Comprehensive Services (CSA)
<input checked="" type="checkbox"/>	Dept of Social Services (765)

Step 9: Put a check in include sub organizations, populate progress status, populate state and end dates, then click run report

	<input checked="" type="checkbox"/> Include sub-organizations	
User Activity	Active	
Progress Status	Completed	
Start Date	6/1/2016	12:00 AM
End Date	8/10/2016	Midnight
# Records (per page)	25	
Layout	Default	
<input type="button" value="Run Report"/> <input type="button" value="Back"/>		

Step 10: Once the data populates, you can export to your desired output format

[Export to Excel](#)
[Export to PDF](#)
[Export to XML](#)